



Key Stage 3

National Strategy

Guidance

Curriculum and
Standards

ICT across the curriculum

ICT in modern foreign languages

ICT consultants and tutors

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department for

education and skills

creating opportunity, releasing potential, achieving excellence

Key Stage 3

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Technical specifications

Recommended system requirements:

PC

Intel Pentium processor 450 MHz
Windows 98 second edition and above
64 MB of installed RAM
16-bit colour monitor at 800/600 pixels
8-speed CD-ROM drive
Sound card

Mac

Mac 300 MHz processor
OS 9 or later
64 MB of installed RAM
16-bit colour monitor at 800/600 pixels
8-speed CD-ROM drive

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Introduction

About the *ICT across the curriculum (ICTAC)* pack

The training pack for *ICT across the curriculum* (ICTAC) forms part of the Key Stage 3 National Strategy's support for whole-school improvement. It should be used flexibly to suit local circumstances and, if you have chosen ICT across the curriculum as your whole-school priority, will be supported by your local Key Stage 3 lead consultant for ICTAC.

The *ICT across the curriculum* (ICTAC) pack is a set of materials designed to promote the use of ICT across all subjects in schools. It builds on the work of the Key Stage 3 National Strategy ICT strand and the ICT capability that pupils are bringing to their subject lessons from their ICT lessons. It also considers the value that ICT can add to teaching and learning in subjects and the need for a whole-school approach to develop coherent and effective practice across the curriculum.

The training pack comprises:

- a management guide;
- a series of *ICT in ...* printed guides (one per subject);
- exemplification materials on the subject-specific CD-ROMs;
- case study video on the subject-specific CD-ROMs;
- subject-specific A2 colour posters describing use of ICT capability (two per subject).

About this *ICT in modern foreign languages* guide

This *ICT in modern foreign languages* guide is intended for subject leaders and teachers.

The main objectives of this publication are to:

- raise awareness of how the ICT capability, as set out in the National Curriculum for ICT and taught in ICT lessons, can be applied and developed in modern foreign languages;
- analyse the opportunities that exist in modern foreign languages for developing and applying pupils' ICT capability;
- consider how ICT can add value to the teaching and learning of modern foreign languages.

The past five years have seen a slow but steady improvement in pupils' achievements in ICT capability, the quality of teaching, and the leadership and management of ICT ... The complementary use of ICT across subjects, however, has been slow to develop and is uneven across schools and subjects ...

The effective balance between the teaching of ICT skills, knowledge and understanding on the one hand and the application of these as part of learning across subjects on the other hand remains a difficult and elusive goal for the majority of schools.

*(Information and communication technology in secondary schools:
Ofsted subject reports 2002/03)*

ICT capability

What do we mean by 'ICT capability'?

ICT capability involves technical and cognitive proficiency to access, use, develop, create and communicate information appropriately, using ICT tools. Learners demonstrate this capability by applying technology purposefully to solve problems, analyse and exchange information, develop ideas, create models and control devices. They are discriminating in their use of information and ICT tools, and systematic in reviewing and evaluating the contribution that ICT can make to their work as it progresses.

ICT capability is much broader than acquiring a set of technical competencies in software applications, although clearly these are important. ICT capability involves the appropriate selection, use and evaluation of ICT. In essence, pupils need to know **what** ICT is available, **when** to use it and **why** it is appropriate for the task.

For example, when pupils are creating a presentation, they use their ICT capability to select appropriate software, consider fitness for purpose and match content and style to a given audience. It is important that lessons are not driven by software or technology but are focused on clear objectives in modern foreign languages, where ICT is used as a vehicle to support achievement of those objectives and to enhance teaching and learning in modern foreign languages.

Requirements for ICT in the National Curriculum

There are two statutory responsibilities within the National Curriculum for teaching ICT in schools at Key Stage 3. Schools need to ensure that all pupils are:

- **taught** the programme of study, at each key stage, as set out in the *National Curriculum for Information and communication technology* – the attainment target, ICT capability, sets out the expected standard of pupils' performance required at each level;
- given opportunities to **apply and develop** their ICT capability through the use of ICT tools to support their learning in all subjects.

The first bullet point focuses upon teaching ICT as a subject, whereas the second point refers to applying the subsequent ICT capability across other subjects.

ICT – the subject

In this publication, 'ICT – the subject' refers to the teaching of the National Curriculum for ICT. Advice on how ICT can be taught as a subject is detailed in the Key Stage 3 National Strategy publication, the *Framework for teaching ICT capability: Years 7, 8 and 9* (DfES 0321/2002). The Framework breaks down the Key Stage 3 ICT programme of study into yearly teaching objectives. It also recommends that schools should allocate a minimum of one hour per week for discrete ICT teaching in each year of Key Stage 3, to ensure sufficient time for the programme of study to be taught effectively.

The Strategy's guidance about how to teach ICT capability as a subject is extensive. A series of sample teaching units, developed from the QCA/DfEE publication, *A scheme of work for Key Stage 3 information and communication technology*, includes detailed lesson plans and resources showing how the ICT yearly teaching objectives can be taught in lessons. The units are intended to provide a stimulus for planning, for individual schools to adapt and integrate within their own schemes of work.

All of the materials and guidance for teaching ICT as a subject are available on the website for the Key Stage 3 National Strategy (www.standards.dfes.gov.uk/keystage3).

Teaching ICT as a subject is therefore not the focus of this publication, but there are clearly overlaps with the use of ICT in other subjects that should be considered. Consequently, this and related publications include guidance about how pupils can be given opportunities to apply and develop their ICT capability in other subjects, and how these relate to the teaching of ICT as a subject.

ICT – in subjects

Successful implementation of the ICT strand of the Key Stage 3 National Strategy will give pupils a sound level of ICT capability and the transferable skills to build upon in their learning of other subjects. This has implications for teachers across all subjects in the curriculum.

Pupils will come to modern foreign languages lessons with expectations about how they might apply ICT to move their own learning forward. Modern foreign languages teachers will not need to teach ICT capability but can exploit new opportunities for pupils to apply and develop the capability that they already have, to enhance their learning in modern foreign languages. Consequently, the focus of the lesson remains firmly rooted in modern foreign languages and teachers are not burdened with the need to teach ICT.

There are implications for subject teachers, in that they will need a good understanding of the breadth of ICT capability that pupils have been taught and will be bringing to their lesson. This is explored later in this section. Teachers will also need to know which parts of ICT capability offer significant opportunities for teaching and learning in modern foreign languages and how they can be incorporated into existing schemes of work. This is explored in detail in sections 2 and 3. The use of ICT needs to be purposeful and to add value to the teaching and learning of modern foreign languages and should not be seen simply as a bolt-on. It needs to be carefully integrated into modern foreign languages lessons, with a clear rationale for its use. Some examples of lessons are outlined in section 4 and included, in full, on the accompanying CD-ROM.

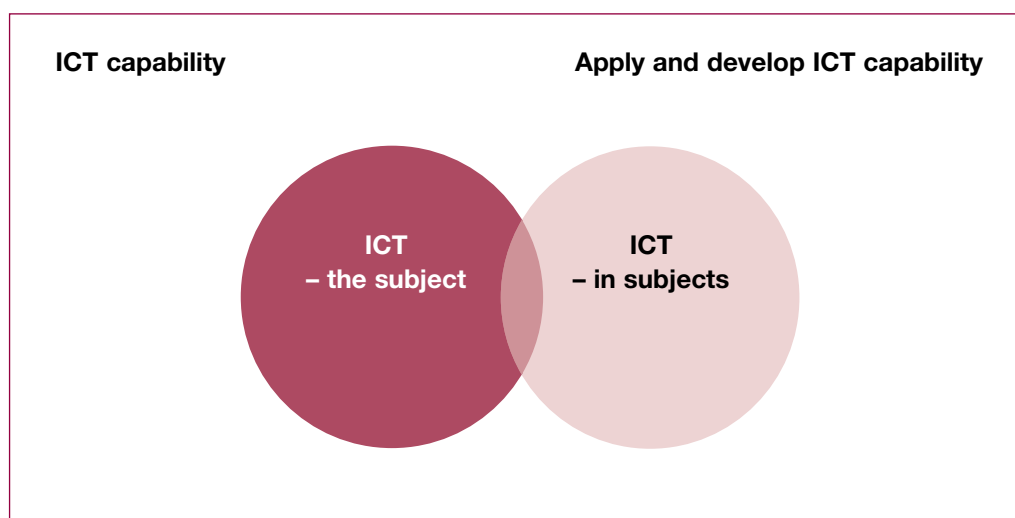
The relationship between ‘ICT – the subject’ and ‘ICT – in subjects’

Pupils’ ability to apply their ICT capability across the curriculum is largely dependent on the effective teaching and learning of ICT in the first place. Pupils’ use of ICT in other subjects may be ineffective if they do not already have an appropriate level and understanding of ICT capability. This may result in a lack of progress in both ICT and the subject area. For example, asking pupils to produce a presentation in modern foreign languages will be unproductive if they have little experience of using the software or understanding of how to create meaning and impact for a given audience. Pupils who try to learn new areas of ICT at the same time as new modern foreign languages content will often fail in both endeavours.

It is crucial that pupils are taught the appropriate ICT capability before applying it in other subjects. The relationship between ‘ICT – the subject’ and ‘ICT – in subjects’ can therefore be viewed as interactive and mutually supportive as shown in the diagram on page 9.

Purposeful and appropriate application of ICT in subjects offers pupils opportunities to:

- use their ICT capability to assist and progress their learning in modern foreign languages;
- engage in higher-order thinking skills, for example, by using ICT to undertake detailed analysis when modelling data;
- demonstrate, apply and reinforce their understanding of ICT capability within a range of subject contexts. The transferability of ICT capability is an important aspect of progression in pupils’ knowledge, skills and understanding.



It is important to recognise that pupils using ICT effectively in subjects may not always be applying high levels of ICT capability. For example, using a wordprocessor to draft and redraft text is a valid and powerful activity in a range of subjects; using software to support learning in MFL or using a learning support program in mathematics or a bespoke program designed to aid learning in science can be significant in helping pupils to make progress. In all such cases, ICT fulfils a legitimate function if using it moves learning in the subject forward, but it may make little contribution to developing the ICT capability taught in ICT lessons.

As pupils become more confident and proficient in using ICT there will be opportunities to apply and develop higher levels of ICT capability in subjects, for example, producing web pages for a given purpose and audience, manipulating data to test a hypothesis, or incorporating sound and video into a presentation to add meaning and impact. It is important to reiterate that, whatever the level of ICT capability applied, it must add value to teaching and learning in the subject.

Although the *Framework for teaching ICT capability; Years 7, 8 and 9* (DfES 0321/2002) recommends that schools allocate discrete ICT teaching time in all years at Key Stage 3, it will be for schools to decide which is the most effective model. There may be some opportunities for aspects of ICT capability to be taught in a different subject area and then also applied in an appropriate context. For example, the control elements of the National Curriculum for ICT could be taught within design and technology. However, teaching subject objectives and ICT objectives at the same time can be problematic and teachers should be aware of the potential for the lesson to lose sight of the ICT objectives. Progress in the teaching and learning of a particular subject can also be disrupted by the time taken to teach the required ICT component from scratch.

Many schools continue to cling to a belief that cross-curricular provision can deliver good progression in ICT capability, in spite of inspection evidence to the contrary over recent years. The weight of evidence suggests that what works best is a balance between discrete provision and the application of ICT capability across other subjects. However, many schools continue to struggle to achieve this.

*(Information and communication technology in secondary schools:
Ofsted subject reports 2001/02)*

An integrated approach to ICT across the curriculum



A whole-school policy for ICT across the curriculum

Schools put considerable investment into ICT resources. However, this investment alone will not necessarily give pupils appropriate opportunities to apply and develop ICT capability – nor automatically add value to teaching and learning. Effective implementation of ICT across the curriculum is much more complex and involves strategic management and coordination within whole-school policies. An effective model of applying and developing ICT across the curriculum depends on a number of factors, including:

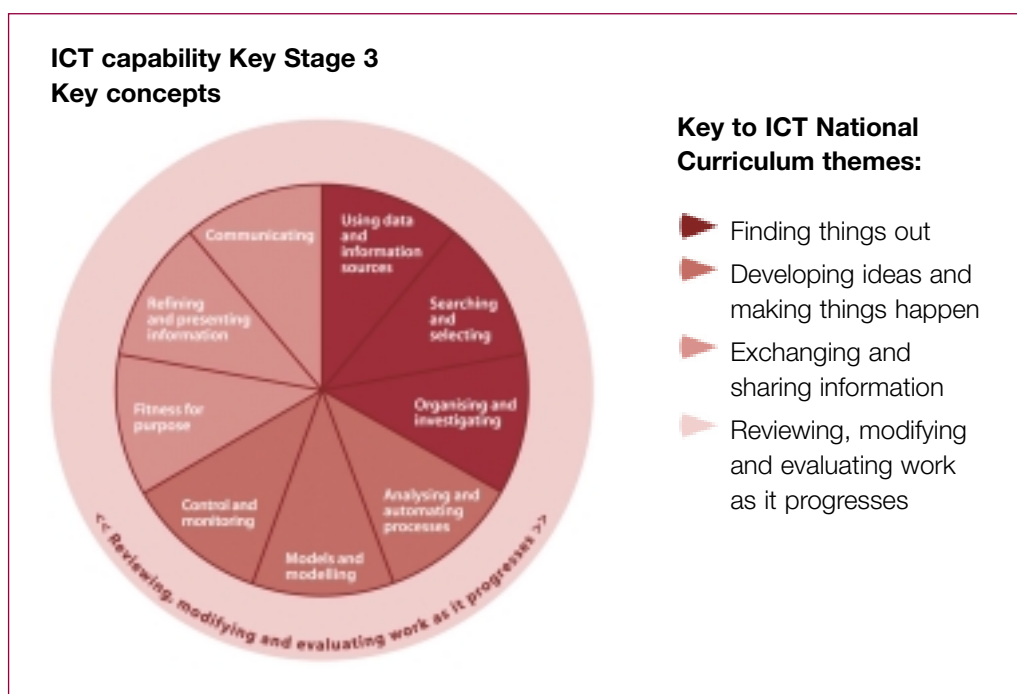
- effective teaching of the National Curriculum programme of study for ICT (the subject);
- appropriate opportunities for pupils to apply and develop ICT capability in a range of subjects and contexts (transferable knowledge, skills and understanding);
- deployment of resources so that subject areas can access ICT when it is needed, including provision of ICT within subject classrooms or areas;
- a policy for purchasing of resources that maximises their use and allows for flexibility of use, for example, whole-class teaching, small-group work, individual teacher use – this could include consideration of whole-school networking provision, laptops and wireless networking capability;
- planned use of ICT in schemes of work for all subjects, so that resources can be deployed and organised appropriately;
- whole-school policies which clearly map and sequence opportunities for application and development of ICT, so that pupils bring the appropriate ICT capability to subject lessons;
- whole-staff awareness of ICT capability and what can reasonably be expected of pupils in each year.

Key concepts in the *Framework for teaching ICT capability: Years 7, 8 and 9*

The National Curriculum programme of study for ICT groups the knowledge, skills and understanding that pupils need to acquire into four themes:

- finding things out;
- developing ideas and making things happen;
- exchanging and sharing information;
- reviewing, modifying and evaluating work as it progresses.

The *Framework for teaching ICT capability: Years 7, 8 and 9* (DfES 0321/2002) subdivides each of the first three themes into three key concepts. The resulting nine key concepts describe the breadth of ICT capability and progression in learning through Key Stage 3. This provides a useful vehicle when discussing how ICT can most enhance teaching and learning in subjects. The fourth theme (reviewing, modifying and evaluating work as it progresses) is a critical feature of ICT capability, which needs to be integrated throughout all areas.



The diagram above shows the nine key concepts of ICT capability. Further guidance about each of these concepts can be found in Appendix 1.

In the ICT Framework, each key concept is broken down into suggested yearly teaching objectives in Years 7, 8 and 9, to identify progression through the key stage. The yearly teaching objectives are displayed in full in Appendix 2.

The breakdown of ICT capability into the nine key concepts shown in the diagram helps identify the most appropriate areas of ICT to enhance teaching and learning in subjects. It is important that pupils are given sufficient opportunities to develop and apply the full range of their ICT capability in the curriculum.

Planning and sequencing ICT across the curriculum

Subject teachers need to know what they can reasonably expect a pupil to know, understand and be able to do at each point in Key Stage 3.

Schools will need to map and sequence the teaching of ICT capability. This will identify when subject teachers can reasonably expect to develop and apply pupils' ICT capability and move teaching and learning forward in their own subject teaching and learning. For example, once pupils have been taught appropriate search techniques on the Internet, including consideration of validity and bias, they can be expected to undertake purposeful research in other subjects and present their findings.

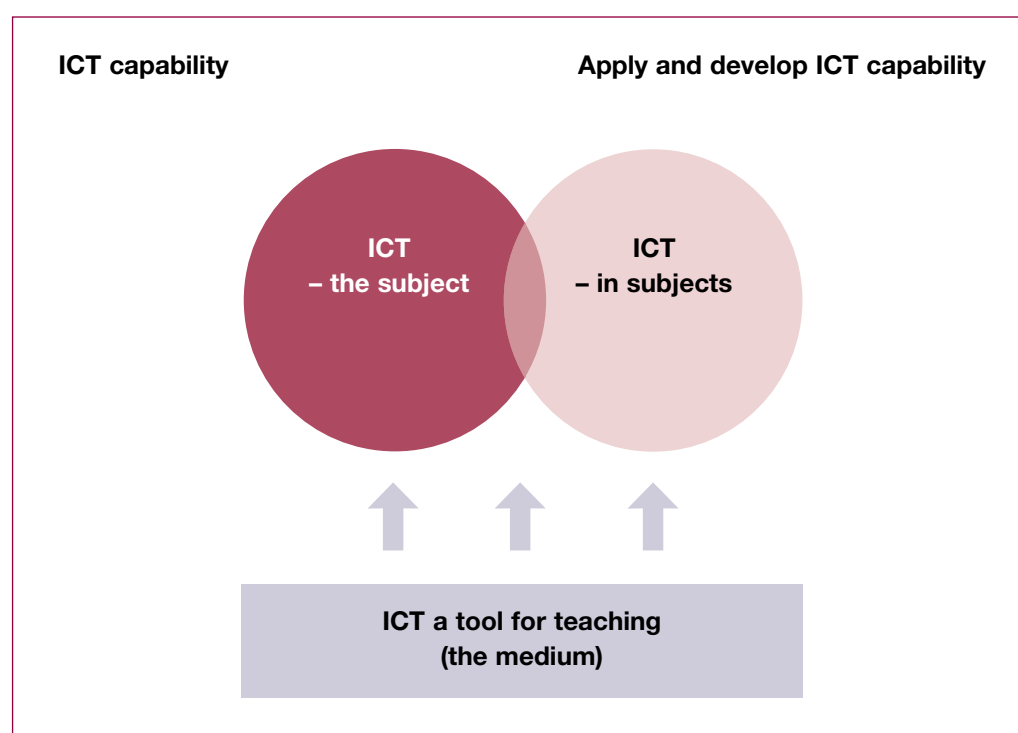
It is also important to consider the experiences of pupils at Key Stage 2. Again, individual schools will differ but Appendix 3 (extracted from the *Framework for teaching ICT capability: Years 7, 8 and 9* (DfES 0321/2002)) describes what most pupils should have learned in ICT by the end of Key Stage 2. This summary is based largely on pupils following the Key Stage 2 QCA scheme of work, or equivalent, during Years 5 and 6.

ICT as a teaching tool

So far we have reviewed the use of ICT as a learning tool for pupils and have acknowledged how pupils who are confident and proficient in ICT can bring with them opportunities for extending their **learning** as they use their ICT in other subjects in the school curriculum.

However, existing and emerging ICT **teaching** tools provide further opportunities to enhance subjects and add value to teaching and learning. For example, the use of interactive whiteboards, video projection units, microscopes connected to computers, prepared spreadsheets to capture and model data, CD-ROMs, presentations with video and carefully selected resources from the internet all provide examples of how ICT can be embedded into subject teaching.

The diagram on page 9, showing ICT across the curriculum, can therefore be extended to include ICT as a tool or medium for teaching.



Clearly elements of the model will overlap and impinge on each other. For whole-school policies for ICT across the curriculum the challenge is to make the most purposeful use of the available resources across all teaching and learning. Opportunities to embed ICT suitably in subject-teaching need to be exploited, as appropriate.

Use of ICT by a teacher may involve little or no use of ICT by pupils and, consequently, may do little to apply and develop their ICT capability. However, use of ICT by the teacher can enhance and stimulate the learning experiences of pupils and contribute to the achievement of subject objectives. It is important to recognise the different contributions that ICT can make to teaching and learning and acknowledge the importance of each. A policy for ICT across the curriculum should consider all these elements and the relationships between them.

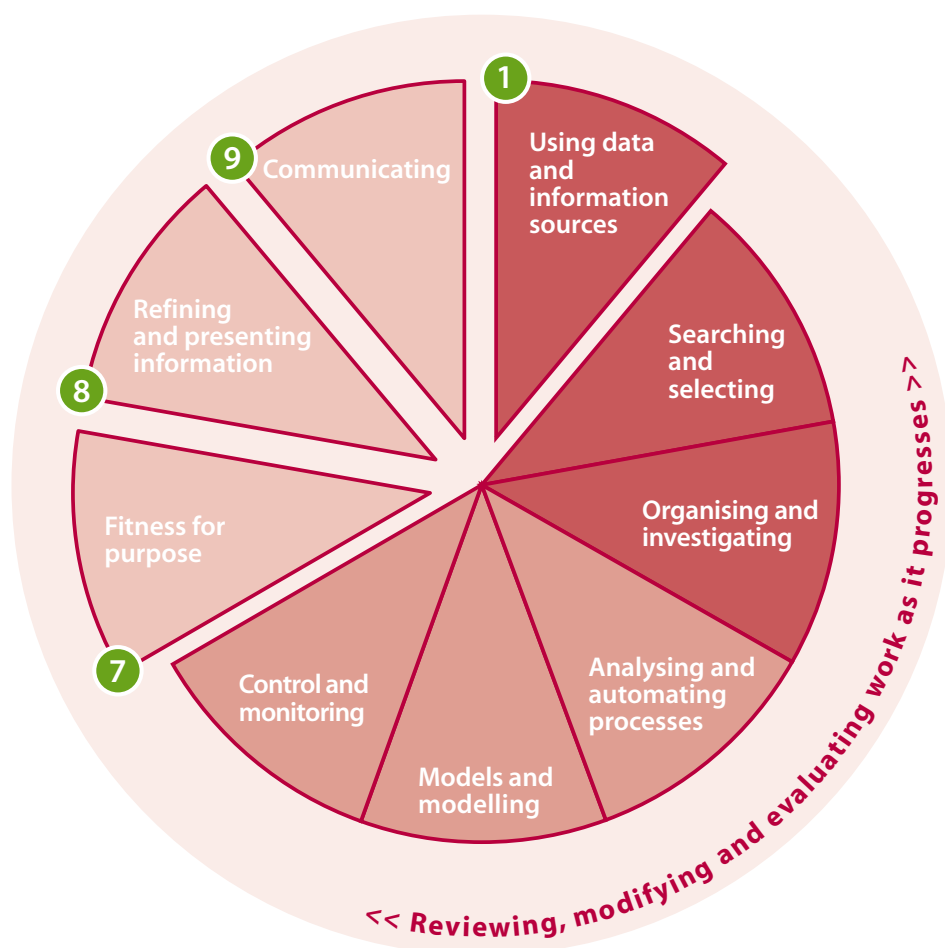
Some examples of how this could be done in modern foreign languages are outlined in section 4 and included in detail on the accompanying CD-ROM.

The DfES CD-ROM, *Embedding ICT @ Secondary*, also provides a series of subject-specific case studies focusing on teacher-use of ICT.

ICT capability Key Stage 3 Key concepts

Modern foreign languages

The diagram introduced on page 11 has been expanded to highlight some of the ICT key concepts that are particularly significant for modern foreign languages. These are expanded further on the *ICT in modern foreign languages* poster (DfES 0202-2004 G) that accompanies this pack.



Key to ICT National Curriculum themes:

- ▶ Finding things out
- ▶ Developing ideas and making things happen
- ▶ Exchanging and sharing information
- ▶ Reviewing, modifying and evaluating work as it progresses

An overview

The expectation is that pupils will have been taught all nine key concepts of ICT capability in their ICT lessons. This provides the foundation for the application and further development of these ICT key concepts across the curriculum. The nine key concepts are shown in the diagram on the opposite page.

Although many of the key concepts could be applied and developed in modern foreign languages, some are more significant than others. The four ICT key concepts, highlighted in the diagram, that are particularly significant for modern foreign languages are:

- using data and information sources;
- fitness for purpose;
- refining and presenting information;
- communicating.

Other ICT key concepts can also be applied and developed in modern foreign languages. For example pupils could apply the key concept **searching and selecting** to identify and select, from the Internet, information relevant to a particular enquiry. This could relate to aspects of culture or daily life in the country where the language they are studying is spoken.

How can the use of ICT raise standards in modern foreign languages?

ICT can be used as a tool to:

- support teachers:
 - to improve lesson design;
 - to transform teaching and learning;
 - to engage and motivate pupils more effectively;
- provide opportunities for pupils to learn in alternative and challenging ways, using a wide range of sources of information and techniques to support critical thinking;
- support both collaborative and individual work;
- allow pupils access to authentic sources of information relevant to the language being studied by searching target language websites on the Internet;
- access information about daily life and events in countries where the language being studied is spoken;
- allow pupils to identify and select the most useful information and sources for an investigation;
- enable pupils to review, refine, redraft and modify work in progress;
- help pupils to refine and present their ideas more effectively and in different ways.

Planning and progression

Teachers should expect pupils in any given year to have been taught all or most of the ICT Framework objectives from the previous year. Teachers of modern foreign languages may also wish pupils to apply ICT capability learned during the year in which they are being taught. It is important to liaise with the ICT department to ensure that the levels of expectation and challenge are appropriate to pupils' experiences and levels of ICT capability.

To ensure the effective use of ICT in modern foreign languages, teachers should:

- plan the use of ICT by pupils in collaboration with the ICT department, to ensure that pupils have appropriate ICT skills;
- analyse how to build on prior learning in modern foreign languages and ICT to inform planning of schemes of work and design of lessons;
- be sure that ICT resources are available for the lesson.

It is important to plan for a range of uses of ICT, to ensure that pupils' capability is developed and consolidated as they progress, both in modern foreign languages and in the use of ICT. In particular, teachers should plan to use ICT in modern foreign languages lessons at a level that pupils have already covered in ICT lessons.

Teachers will need to ensure that:

- pupils' use of ICT is varied but appropriate to their learning in modern foreign languages;
- as pupils' ICT capability increases they are given further opportunities to apply and develop aspects of that capability in modern foreign languages lessons.

It may be appropriate to use low-level ICT skills to enhance learning in modern foreign languages, but pupils should also be given opportunities to apply higher-order skills. This should enable pupils to enhance their learning in modern foreign languages further as well as to develop their capability in ICT. It will also increase pupils' motivation by providing new opportunities for learning that could not be achieved easily in other ways.

Awareness of the capabilities of pupils competent in ICT will enable teachers to plan lessons that use and apply ICT in ways that help challenge and motivate pupils of all attainment levels. It is expected that:

- Year 6 ICT capability will support Year 7 work in modern foreign languages;
- Year 7 ICT capability will support later Year 7 and Year 8 work in modern foreign languages;
- Year 8 ICT capability will support later Year 8 and Year 9 work in modern foreign languages;
- Year 9 ICT capability will support both later Year 9 work in modern foreign languages and GCSE work.

Appendix 2, *Yearly teaching objectives for ICT*, and Appendix 3, *End of Key Stage 2 expectations*, provide a useful starting point for this, but practice in individual schools will vary, depending on how and when the National Curriculum for ICT is taught.

Planning to use ICT in modern foreign languages lessons

Effective communication between the modern foreign languages and ICT departments will foster a clear understanding of the timescale during which pupils should have developed the different ICT capability in each year. Teachers of modern foreign languages need to identify opportunities to exploit pupils' ICT capability to move learning in the subject forward. They also need to consider whether the use of ICT is appropriate to the aspect of the modern foreign language being taught.

When planning to use ICT in lessons, teachers should consider whether:

- the ICT is adding value to the lesson:
 - Would the modern foreign languages learning outcomes be achieved as or more efficiently without the use of ICT?
 - Is the identified form of ICT (both hardware and software) the most appropriate one to use?
- there are opportunities in the plenary for pupils to communicate their understanding of how ICT has contributed to their learning in the modern foreign language;
- schemes of work reflect a range of uses of ICT:
 - by pupils, to consolidate and develop their ICT capability;
 - by teachers, to support teaching of the National Curriculum for modern foreign languages.

This section identifies some of the opportunities for applying and developing pupils' capability in ICT that can be built into medium- and short-term planning in modern foreign languages. It considers ICT key concepts that offer significant opportunities to enhance pupils' learning in modern foreign languages and gives some brief examples of how this could happen in classrooms.

Using data and information sources

The use of ICT gives pupils access to a wealth and variety of texts, both written and aural, from electronic sources. It provides tools which enable pupils to find and work with texts, to develop target language vocabulary, structures and idioms as well as language learning. This provides pupils with unparalleled opportunities to identify, select and use sources appropriate to particular enquiries. ICT provides on-screen dictionaries, online translation services and exercise generators. Specialist software that uses symbols can support pupils with special educational needs.

Pupils in Year 7, learning French, used the Internet to collect information about important tourist sites in Paris. They worked collaboratively, each group seeking a different set of information. Most groups were able to use sites in French. Others, whose French was not so well developed, were able to use sites in English. When they had located the information they needed, they used it to write sentences in French and added these to a large map of Paris.

Pupils in Year 8, learning Spanish, used Real Madrid's website to find out about particular footballers as part of the work they were doing about daily life in Spain. They worked collaboratively, using the site to answer questions they had already prepared. The site provided them with access to authentic Spanish material and allowed them to work with a range of vocabulary in the target language.

Fitness for purpose

Pupils can use ICT to produce presentations orally, as a written summary or a report that may be published to a wider audience. Pupils can adjust the medium chosen and the style of the presentation to the audience's needs and expectations, and can justify their choices. In addition, they can prioritise information, focus on accuracy, reduce text into summary form and choose appropriate opportunities to create hyperlinks to more detailed explanations from other sources.

Pupils learning French in Year 8 conducted a cross-year study of pupils' journeys to school, analysing the answers and creating a short report of their findings to send as an e-mail attachment to a partner school in Lyon. They gave the French school brief background information about the location of their school and the possible means of getting there. They included details of the questions they used, graphical data and a brief written analysis of the results. Their e-mail took account of how much their French counterparts would know about their area of the UK, and what they would need to know to make sense of the information. They asked the French school to do something similar to allow them to compare experiences.

Pupils learning German in Year 9 were preparing an open-evening presentation for parents, showing the work they had completed after an exchange visit to Berlin. They decided to use simple editing software to make their presentation, which lasted about 5 minutes. They made a careful selection of video and still digital images from the visit, using appropriate section headings and voice-over to ensure that the educational value of the visit was made very clear to parents.

Refining and presenting information

Pupils using ICT can adapt content and style according to the ICT medium, the range of multimedia available and the potential audience. ICT provides pupils with opportunities to draft and redraft work and to present it in a variety of ways. Pupils can refine and adapt their presentations according to need and the impact they want to make. They can use their ICT capability to decide which software to use to present information and thus further develop their understanding of how the chosen medium may affect the outcome.

Pupils in Year 7 were using a software package to prepare a presentation for children in Year 6, when they visited the school on an open day. The aim was to introduce to the children the work they would do in Spanish, at their new school. The pupils worked in small groups. Each group prepared one slide to illustrate a different aspect of Year 7 Spanish. They had to summarise and refine what they wanted to present so that the information was properly displayed in the available space. They also had to agree a class style which they would all use.

Communicating

ICT has brought new opportunities for communicating with others. The immediacy of e-mail is a welcome addition to tools for teaching and learning a foreign language. It is particularly useful in establishing and maintaining relationships with partner schools in other countries. Messages can be quickly and easily prepared to a high level of accuracy and sent soon after origination. Communication in both mother tongue and the target language allows the potential for exchanging ideas rapidly.

Pupils in Year 8 used e-mail to communicate with a partner school in France. The two schools were collaborating on a project about how pupils spent their summer holidays. The language focus in both schools was on developing reading skills. Pupils e-mailed questions from one school to the other in the target language. Replies were written in the same language as the question. This developed a bank of relevant and authentic reading material which motivated and interested pupils in both schools. The class then used the e-mails to compile a report comparing holiday activities in the two countries, which they e-mailed back to the French school. They discussed the importance of being careful when disclosing personal details.

Pupils learning Spanish in Year 9 were communicating with a partner school in Spain. Each school designed a simple website for the other, with information about their own school. They selected images carefully and asked permission from the parents and guardians of any pupils whose photographs were shown.

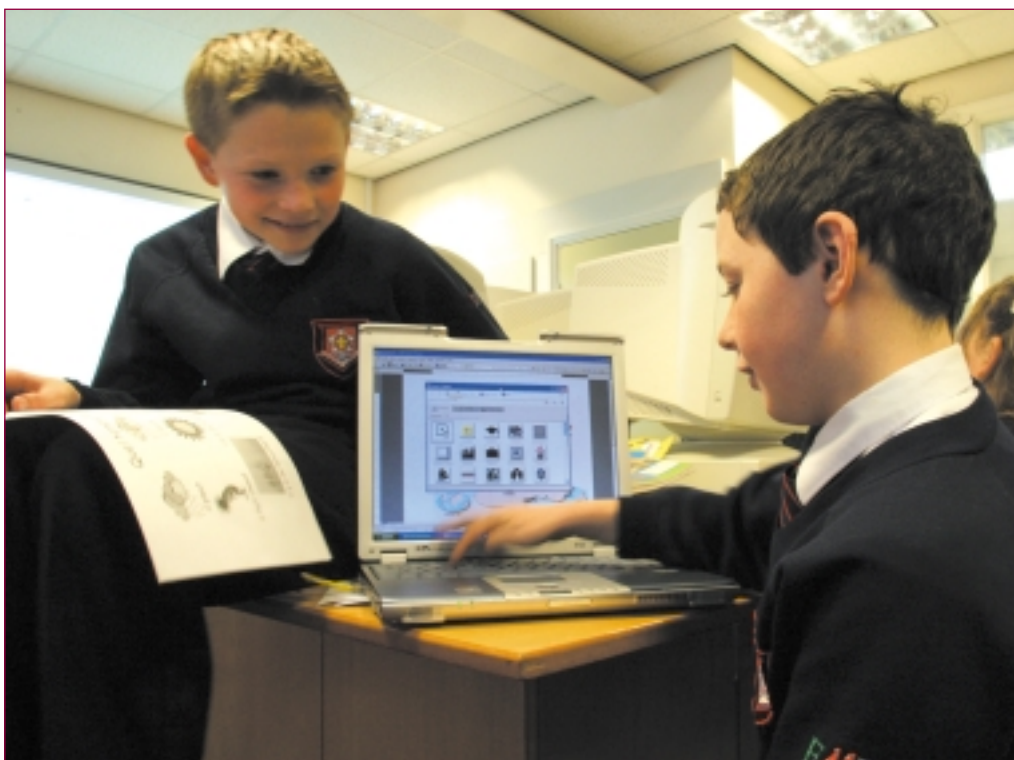
Examples of lessons supplied on the CD-ROM

The CD-ROM includes examples of modern foreign languages lessons in which ICT is used to enhance teaching and learning. These have been chosen to give a flavour of the type of activities in which pupils' ICT capability can be applied and developed within the context of modern foreign languages. They also broadly reflect the ICT key concepts identified on page 15 as being the most appropriate to apply and develop in the modern foreign languages curriculum. The examples offer support for the teaching and learning of modern foreign languages. They also provide opportunities for pupils to apply their own ICT capability to new contexts as well as suggesting ways in which teachers can use ICT as a tool in teaching.

In each of the examples, reference is made to the ICT key concept being applied or developed. In each case, the relevant ICT objectives have been taught before they are applied in the modern foreign language lesson.

Each example includes a description of the lesson, to place it within the context of the curriculum. These identify the modern foreign languages objectives and the expected outcomes, as well as indicating the ICT capability that pupils will be using in the lesson. The lesson outlines that follow are provided as full lesson plans on the accompanying CD-ROM.

Most lessons are supported by resource files and, where appropriate, links are provided to relevant websites for further resources and software downloads.



Lesson 1 En casa

Year group: 7

Modern foreign languages objectives covered	Modern foreign languages lesson summary
<p>Language focus: Correct usage of a limited number of verbs and prepositions</p> <p>Pupils will be taught to:</p> <ul style="list-style-type: none">■ formulate a basic question;■ work out the gist of a sentence by picking out the main words;■ read and understand simple texts, using cues in language, layout and content to aid understanding;■ adapt a simple sentence to create new meaning.	<p>This lesson is part of a series on the theme of Home. It links to the QCA scheme of work, (Spanish) unit 4: <i>En Casa</i>. It also reflects the <i>Framework for teaching modern foreign languages: Years 7, 8 and 9</i> (DfES 0084/2003).</p> <p>Pupils will be expected to:</p> <ul style="list-style-type: none">■ adapt the language they already know for a different context;■ use the verbs and prepositions accurately to produce questions;■ prepare questions for the foreign languages assistant or a partner school in Spain.
<p>These lessons provide opportunities for pupils in refining and presenting information, by drafting and redrafting to ensure that the words they are using are accurate and appropriate. They are applying their capabilities in the ICT key concept of communicating by corresponding with a partner school or foreign language assistant by e-mailing questions and responses. They explore the importance of protecting their personal details when communicating with others at a distance.</p>	

Lesson 2 Pronouns

Year group: 8

Modern foreign languages objectives covered	Modern foreign languages lesson summary
<p>Language focus: Pronouns</p> <p>Pupils will be taught to:</p> <ul style="list-style-type: none"> ■ understand the concept of direct object pronouns; ■ change word order when using pronouns; ■ use pronouns appropriately in short sentences; ■ substitute and paste words; ■ use high-frequency words and punctuation clues. 	<p>This lesson is part of a series linked to QCA scheme of work, (French) unit 12: <i>Invitations</i>. It also reflects the <i>Framework for teaching modern foreign languages: Years 7, 8 and 9</i> (DfES 0084/2003). It provides pupils with opportunities to develop their understanding of pronouns and how the use of pronouns necessitates a change of word order.</p> <p>Pupils are expected to:</p> <ul style="list-style-type: none"> ■ substitute pronouns for nouns when planning what to take on a trip; ■ create short sentences, using pronouns appropriately; ■ use these sentences to create continuous text; ■ explain what they have done when using a pronoun instead of a noun.
<p>This lesson provides opportunities for pupils to apply their capabilities in refining and presenting information, by allowing them to change words and manipulate word order to create the sentences they want. It also provides opportunities for pupils to modify relevant information to explain the correct order of the words in the sentences they write.</p>	

Lesson 3 Les restaurants de Paris

Year group: 8

Modern foreign languages objectives covered	Modern foreign languages lesson summary
<p>Language focus: vocabulary and grammar</p> <p>Pupils will be taught to:</p> <ul style="list-style-type: none"> ■ begin to associate aspects of language with different text types; ■ make regular use of glossaries and dictionaries; ■ use a given text as a source of information, language and a stimulus for their own writing; ■ use an authentic text in the target language. 	<p>This lesson is part of a series linked to the QCA scheme of work, (French) unit 10: <i>Qu'est-ce que on mange?</i> It also relates to the <i>Framework for teaching modern foreign languages: Years 7, 8 and 9</i> (DfES 0084/2003). It provides pupils with opportunities to consolidate their prior learning of vocabulary and grammar. It also helps to develop their problem-solving skills in locating and collating relevant information, drawing inferences to make decisions based on the information they have.</p> <p>Pupils will be expected to:</p> <ul style="list-style-type: none"> ■ identify and highlight nouns, verbs, adverbs and adjectives in a text; ■ scan a range of written material for gist and detail; ■ use a range of language and key vocabulary to compile a table; ■ use the information they have to plan an itinerary for a visit to a restaurant which meets the needs of a group; ■ present this to the class in a medium of their choice.
<p>This lesson provides opportunities for pupils to use the Internet as a source of data and information about the restaurants in Paris. They can select the information they need to complete the task. It also provides opportunities for pupils in refining and presenting information, as they use wordprocessing, desktop publishing or presentation software.</p>	

Lesson 4 Newsdesk – famous people

Year group: 9

Modern foreign languages objectives covered	Modern foreign languages lesson summary
<p>Language focus: Developing descriptive writing</p> <p>Pupils will be taught to:</p> <ul style="list-style-type: none"> ■ express themselves, using a range of vocabulary and structures; ■ skim and scan written texts for information in gist and detail; ■ use a range of resources for accessing and communicating information. 	<p>This lesson promotes reading and writing skills. It relates to the <i>Framework for teaching modern foreign languages: Years 7, 8 and 9</i> (DfES 0084/2003), at word, sentence and text level and also in the area of cultural knowledge and contact. It follows a lesson in which pupils will have read a text about a famous person.</p> <p>Pupils will be expected to:</p> <ul style="list-style-type: none"> ■ produce and respond to different types of spoken and written language; ■ summarise and report the main points of spoken or written texts, using notes where appropriate; ■ redraft their writing to improve its accuracy and presentation; ■ write descriptions, using verbs and pronouns in the third person; ■ use a range of tenses in simple sentences; ■ use connectives and clauses to extend writing; ■ use cues and context to decipher meaning; ■ create a newspaper story about the person.
<p>This lesson provides opportunities for pupils to apply the capabilities they have developed in the areas of fitness for purpose and refining and presenting information. They need to consider the audience and the style and protocols for writing newspaper accounts and use appropriate software to present it. They will also need to redraft and refine their work so that it conveys the messages required and uses the target language to best effect.</p>	

Lesson 5 Yahoo! groups

Year group: 9

Modern foreign languages objectives covered	Modern foreign languages lesson summary
<p>Language focus: Reading, writing and responding to messages</p> <p>Pupils will be taught to:</p> <ul style="list-style-type: none"> ■ skim and scan written texts for information; ■ remember regular present-tense verb patterns, main past and future tenses of high-frequency verbs, and some conditional examples; ■ adapt a simple text for a different audience and purpose. 	<p>This lesson focuses mainly on reading and writing skills, with some additional emphasis on speaking skills during the plenary session. Pupils will be communicating with native speakers and using the target language for a real purpose using e-mail. The lesson links with aspects of the programme of study for modern foreign languages, focusing on reading and writing, and also with the <i>Framework for teaching modern foreign languages: Years 7, 8 and 9</i> (DfES 0084/2003). It is adaptable for use with any modern foreign language.</p> <p>Pupils will be expected to:</p> <ul style="list-style-type: none"> ■ understand and state preferences for different types of TV programmes, giving reasons for these preferences; ■ recount the main details about a TV programme with which they are familiar; ■ use the past tenses in one simple piece of writing; ■ send e-mails about TV programmes to native speakers of the target language and respond to their replies.
<p>This lesson allows pupils to apply their ICT capability in the ICT key concept of communicating by composing, sending and responding to e-mails.</p>	

Acknowledgements

Thanks are due to INDIGO Visions for kind permission to reproduce lessons 4 and 5 from their Enhancing Subject Teaching Using ICT (CPD) materials. The lessons have been extracted from a much broader CPD package offered by INDIGO Visions for teaching and learning, which contains online digital materials, face-to-face support, online mentoring and an online community to share good practice.

Further details can be obtained from the INDIGO Visions website at:
www.indigo-visions.co.uk.

Further resources

Further resources to support the use of ICT in modern foreign languages can be obtained from these sources.

Key Stage 3 Strategy	www.standards.dfes.gov.uk/keystage3
ICT in Schools	www.dfes.gov.uk/ictinschools/
QCA	www.qca.org.uk
Becta	www.becta.org.uk See also Becta's ICT advice website: www.ictadvice.org.uk
Ofsted	www.ofsted.gov.uk
National Curriculum in Action	www.ncaction.org.uk/subjects/ict/inother.htm
Teachernet	www.teachernet.gov.uk/teachingandlearning/resourcematerials/
Virtual Teacher Centre	http://vtc.ngfl.gov.uk/docserver.php
National Grid for Learning	www.ngfl.gov.uk
Curriculum Online	www.curriculumonline.gov.uk
National College for School Leadership	http://www.ncsl.org.uk/index.cfm
National Association for Special Educational Needs	www.nasen.org.uk

Modern foreign languages

Centre for Information on Language Teaching and Research (CILT)	www.cilt.org.uk
Association for Language Learning	www.languagelearn.co.uk
National Association for Language	www.naldic.org.uk

Key questions

This section is intended to support subject leaders when working with their respective departmental teams to move ICT across the curriculum forward. Subject leaders play a crucial role in raising standards by securing and sustaining improvement in the application of ICT capability in all subjects.

Fundamentally, there are four key questions for subject leaders to consider with their subject teams.

- How is use of ICT currently enhancing teaching and learning in modern foreign languages?
- What further opportunities can be exploited?
- What is inhibiting further use of ICT?
- What are the next steps in moving the department forward?

This section offers suggestions for some next steps for you and your department, broadly based around:

- reviewing your current position;
- meeting the requirements for ICT in the modern foreign languages National Curriculum (where appropriate);
- identifying how the ICT National Curriculum is taught in your school;
- applying and developing ICT capability from the ICT National Curriculum;
- using the materials in this ICTAC pack to move forward;
- action-planning – making it happen in your department.

Below are some prompts and suggestions for analysing your existing provision, understanding how ICT is taught in your school and identifying potential new opportunities for teaching and learning in your subject.



Reviewing your current position

discussion points

How is ICT being used in your department?

Identify ways in which ICT is currently used in lessons in your department to add value to teaching and learning.

- What good practice in using ICT currently exists in your department and how does it enhance teaching and learning?
- For each of these areas, is ICT being used by pupils, by teachers or by both?
- Are all teachers in your department using ICT in lessons in the same way or are individual teachers just using their own ideas?
- How can these ideas be shared with other teachers in the department?

You could consider:

- asking teachers in your department to identify where they use ICT in their lessons and how it impacts on teaching and learning in your subject: use the diagram on page 14 to identify where the use of ICT fits;
- allocating time at departmental meetings to share existing good practice and to look at ways in which it could be incorporated or adapted into schemes of work for all teachers in the department;
- setting up peer observation or paired teaching for colleagues to observe each other and assess the value that ICT is adding to the lesson – you may find the Key Stage 3 guidance on coaching (included in *Sustaining Improvement: a suite of modules on Coaching, Running networks and Building capacity* (DfES 0565-2003 G) a useful tool to help you with this;
- using the audit document on the CD-ROM to help analyse your current position – this is adapted from the Key Stage 3 Strategy publication, *Securing improvement: the role of subject leaders* (DfES 0102/2002), which provides further guidance on subject leadership.

ICT in the modern foreign languages National Curriculum

discussion points

Does the use of ICT in your department reflect the National Curriculum requirements for your subject?

Identify any explicit references to the use of ICT in your subject National Curriculum orders and ensure that these areas are already being covered in your department's scheme of work.

- How do you ensure that all teachers in your department are dealing with the explicit references to ICT in your subject?
- How do you monitor, review and evaluate the ICT experiences of all pupils across all classes that are taught by your department?

You could consider:

- using the National Curriculum orders for modern foreign languages to identify where the programme of study refers to ICT, either specifically or as an example of how a particular aspect of the subject might be taught. The *National Curriculum in Action* website provides a useful starting point for this and outlines statutory requirements and non-statutory opportunities for your subject, see <http://www.ncaction.org.uk/subjects/ict/inother.htm>;
- identifying, within your departmental schemes of work, how and when each of these references will be covered;
- ensuring that you have planned access to the resources you will need by liaising with your ICT coordinator and/or the SMT member with responsibility for ICT across the curriculum;
- sampling pupils' work to ensure consistency across classes; with a focus on the explicit requirements of using ICT in your subject. The Key Stage 3 Strategy publication, *Organising a work sample* (DfES 0390/2003), offers guidance on how you might organise a work-sampling exercise.

Identifying how the ICT National Curriculum is taught in your school

discussion
points

How is the teaching of the ICT National Curriculum organised in your school?

Identify the aspects of ICT that pupils have been taught in ICT lessons during Years 7, 8 and 9.

- *How is the teaching of the ICT National Curriculum organised in your school?*
- *What ICT capability, through taught ICT lessons, can you reasonably expect pupils to be bringing to your subject lessons in each term?*

You could consider:

- discussing with the school's ICT subject leader how ICT is taught across the key stage in your school, in particular, to find out:
 - the timetable allocation for ICT as a subject in Years 7, 8 and 9 – the Key Stage 3 National Strategy recommends one hour per week in each year for ICT lessons;
 - how the scheme of work for ICT is organised in each term, in each year and what ICT capability you would expect pupils to be bringing to your lessons –
 - the use that is made of the Key Stage 3 Strategy's *ICT sample teaching units* – the Strategy has produced detailed lesson plans with accompanying resources for Years 7 and 8, and case studies for Year 9, based on the QCA Key Stage 3 scheme of work.

Applying and developing ICT capability taught in ICT lessons

discussion points

Does the use of ICT in your department reflect the National Curriculum requirement to give pupils opportunities to apply and develop their ICT capability?

Identify where your current scheme of work gives pupils opportunities to apply and develop their ICT capability at a level appropriate to their experience.

- *Are all teachers in your department fully aware of the breadth of ICT capability that pupils are taught in ICT?*
- *Which parts of the ICT National Curriculum are particularly significant for your subject and give pupils potential opportunities to apply and develop their ICT capability?*
- *Are there implications for training for teachers in your department?*
- *Does the scheduling of your subject scheme of work and the ICT scheme of work provide a coherent way forward for pupils' use of ICT?*

You could consider:

- inviting the ICT subject leader to a departmental meeting to explain the breadth of ICT capability that pupils are taught in the ICT National Curriculum. You may find Appendix 2 helpful for the discussion, in that it provides an overview of how the Key Stage 3 programme of study could be broken down into yearly teaching objectives. This appendix is extracted from the Key Stage 3 National Strategy publication, *Framework for teaching ICT capability: Years 7, 8 and 9* (DfES 0321/2002) which also provides further guidance on teaching ICT as a subject;
- identifying areas for staff development, either for individual teachers or the whole department and working with the ICT subject leader and the LEA to establish sources of support;
- discussing with the ICT subject leader possible changes to the schedule of the schemes of work to ensure that, in subject lessons, pupils are building on ICT that has already been taught;
- working with the school's ICT coordinator to identify how your department contributes to the whole-school policy of ICT across the curriculum;
- discussing with other subject leaders in the school how they give pupils opportunities to apply and develop ICT capability in their respective subjects.

Using the resources in the ICTAC pack to move forward

The pack comprises five components:

1 ICT in ... series guides (this publication)

The guides consider how subjects can build on the ICT capability taught in ICT lessons, in this case, to add value to teaching and learning in modern foreign languages.

2 Video on CD-ROM

The video on the CD-ROM gives an example of how one subject leader has tackled the use of ICT in modern foreign languages.

3 Examples of lessons on CD-ROM

The examples on the CD-ROM provide lesson plans and resources to demonstrate some ways that ICT could be applied and developed in modern foreign languages.

4 Posters

The poster gives a pictorial representation of the ICT key concepts and examples of how some of these could be relevant to teaching and learning in modern foreign languages.

5 Management guide

A guide for school leaders, in particular the senior member of staff with overall responsibility for ICT across the curriculum. It outlines the need for a whole-school approach to ICT across the curriculum and offers guidance on how this may be achieved.

Moving forward

discussion points

How can you move forward, using ICT to add value to teaching and learning in modern foreign languages?

Use the materials provided in the ICTAC pack to identify new opportunities for pupils to apply and develop their ICT capability.

- *Which of the ICT key concepts are particularly relevant to your subject? Which aspects of ICT capability can be applied and developed in your subject?*
- *What new opportunities are there for adding real value to teaching and learning in your subject by exploiting the ICT capability that pupils are bringing to your lessons?*
- *In the light of pupils' increasing ICT capability, how do you ensure that the most effective use is made of ICT?*
- *How does the work on ICT across the curriculum in your department fit with the whole-school policy of ICT across the curriculum?*

You could consider:

- using the overview of the nine ICT concepts in Appendix 1 of this *ICT in modern foreign languages* guide to raise your awareness of the ICT that is taught to pupils, and the level of ICT capability that pupils will be bringing to your lessons that you can apply and develop. The nine ICT key concepts provide a way of considering the breadth of ICT capability that pupils will bring to your lessons. Some key concepts will be more relevant than others to your subject and some may well overlap. The important point is that the overview provides a basis for analysing current provision and potential new opportunities;
- using the ICT key concepts described in section 3 of this booklet, and on the accompanying posters, to identify new opportunities for your subject. Examples of how some of these key concepts are significant for modern foreign languages are given to provide stimuli for analysing your current schemes of work for additional opportunities;
- using the examples of lessons, provided on the CD-ROMs, to provoke thought and compare with your current practice. Overviews of each of these lessons are provided in section 4 of this booklet;
- viewing the video clip on the CD-ROM to consider how one modern foreign languages department is going about embedding ICT in their subject;
- using the additional resources provided in section 4 of this guide and on the CD-ROM to identify further sources of support and guidance;
- if this is part of a wider-school day on ICT across the curriculum, viewing the video clip on the Management Guide CD-ROM, which considers the critical roles of headteacher, SMT with responsibility for ICT, ICT subject leader, ICT coordinator and other subject leaders in moving ICT across the curriculum forward in the school.

If your school has selected ICT across the curriculum as its whole-school priority, the LEA's ICTAC lead consultant will be able to offer further support and guidance on using the materials in this ICTAC pack.

Working with the ICTAC pack

Action-planning – making it happen in your department

Clearly schools will be at different stages of development with ICT across the curriculum. Departments within individual schools will also be at different stages. This ICTAC pack is designed to be used flexibly, for example:

- as part of a whole-school focus on ICT across the curriculum, supported by the LEA's lead ICTAC consultant;
- as an individual department working within a school;
- as a group of departments within a school;
- as a group of subject departments across schools.

Whatever the scenario, subject leaders should define clear priorities, using the materials in this pack. Consider:

- reviewing the current position;
- using the materials in this ICTAC pack to provoke thought and help identify possible routes forward;
- looking at schemes of work and identifying changes that would have minimal resourcing implications for staff and equipment;
- identifying changes that would have more substantial implications;
- how the work on ICT across the curriculum in your department is located within the whole-school policy for ICT across the curriculum;
- liaising with other key players in the school, in particular, the ICT subject leader and ICT coordinator and/or senior teacher with responsibility for ICT across the curriculum;
- liaising with the LEA for sources of support, in particular, the LEA's lead ICTAC consultant.

Appendices

Appendix 1

Key concepts

Finding things out

The theme **Finding things out** is concerned not only with finding information from a wide range of sources but also with recognising that the user must judge the quality of content found.

Pupils are taught to make judgements about the validity, reliability and bias of various **data and information sources**, and to select information relevant to a task, using, for example, CD-ROMs or the Internet. They are taught that the way in which different types of information are combined conveys meaning. For example, pupils recognise that the arrangement of text, graphics, and numeric data in an advertisement is intended to persuade us to buy a product.

When **searching and selecting**, pupils are taught to use search engines to find appropriate information, to refine their searches, to make them more effective and to select relevant information by reference to its origin and quality. For example, a pupil searching the Internet for information about global warming might select the data found on a website with a .org or .gov suffix because it should be more reliable.

When **organising and investigating**, pupils are taught to retrieve and collect information for a specific purpose or task. They process the data in various ways to find something out, draw conclusions or answer hypotheses. They are able to present their findings effectively. For example, pupils may develop a hypothesis about the effects of a local building project. To test this hypothesis they would create a questionnaire to collect and record people's attitudes, process the data in a spreadsheet or database and use their analysis to support or refute their hypothesis, finally using graphs to present their findings.

Developing ideas and making things happen

Developing ideas and making things happen is concerned with using ICT to process, develop or display information efficiently.

Pupils are taught to **analyse** problems, breaking them down into component parts, and to **automate processes** to increase their speed and accuracy. For example, pupils may develop their understanding of efficiency by using master pages in publications to explore a range of possibilities before making a decision.

Pupils are taught that they can use **models and modelling** to represent a situation or process on screen. They explore patterns and relationships by changing variables and rules and can use this technique to answer 'What if ... ?' questions. For example, pupils may explore a spreadsheet model of the relative costs of running a mobile phone by changing the number of minutes used per month (changing variables) to see what the phone would cost if They may then develop the model by including the number of free text messages (changing rules).

Pupils are taught to develop computer-based systems to **control and monitor** situations. They analyse the problem and design, create, test and refine a solution. For example, in a science experiment pupils may develop a system to measure temperature, light and humidity, using a range of sensors incorporating a subroutine for each sensor, with appropriate sampling rates, and triggering an alarm when a condition is met.

Exchanging and sharing information

This theme relates to the process of communication. Pupils are taught to recognise common forms and conventions used in communications and to use this knowledge to present information appropriately to a specified audience.

When **exchanging and sharing information**, pupils are taught to consider **fitness for purpose**. They review and evaluate the effectiveness of their work and are able to justify the choices they have made. They are able to use this critical evaluation to develop and improve their **presentation** of information, **refining** it for the purpose and audience. For example, pupils may use digital video to create an advertisement for overseas visitors to their locality. They may refine their work further by devising criteria drawn from an analysis of existing TV adverts, during which they identify the common forms and conventions.

They are taught to use ICT to **communicate** effectively with wider and remote audiences. For example, pupils may use e-mail or online questionnaires to gather information from pupils in other countries, recognising and understanding the technical issues involved and the rules governing such communications.

Year 7 teaching objectives

Finding things out	Developing ideas and making things happen	Exchanging and sharing information
<p>Using data and information sources</p> <ul style="list-style-type: none"> Understand that different forms of information – text, graphics, sound, numeric data and symbols – can be combined to create meaning and impact. Identify the purpose of an information source (e.g. to present facts or opinions, to advertise, publicise or entertain) and whether it is likely to be biased. Identify what information is relevant to a task. Understand how someone using an information source could be misled by missing or inaccurate information. <p>Searching and selecting</p> <ul style="list-style-type: none"> Search a variety of sources for information relevant to a task (e.g. using indexes, search techniques, navigational structures and engines). Narrow down a search to achieve more relevant results. Assess the value of information from various sources to a particular task. Acknowledge sources of information used. <p>Organising and investigating</p> <ul style="list-style-type: none"> In an investigation: <ul style="list-style-type: none"> design and use an appropriate data handling structure to answer questions and draw conclusions; design a questionnaire or data collection sheet to provide relevant data; check data efficiently for errors; investigate relationships between variables; use software to represent data in simple graphs, charts or tables, justifying the choice of representation; derive new information from data, e.g. averages, probabilities; check whether conclusions are plausible; review and amend the structure and its data to answer further questions. 	<p>Analysing and automating processes</p> <ul style="list-style-type: none"> Use automated processes to increase efficiency (e.g. templates, master pages). Represent simple processes as diagrams, showing: <ul style="list-style-type: none"> how a task can be broken down into smaller ones; the sequence of operations, and any conditions or decisions that affect it; the initial information needed (e.g. room temperature, prices of items). <p>Models and modelling</p> <ul style="list-style-type: none"> Use software to investigate and amend a simple model by: <ul style="list-style-type: none"> formatting and labelling data appropriately (e.g. formatting cells to display currency); entering rules or formulae and checking their appropriateness and accurate working; explaining the rules governing a model; predicting the effects of changing variables or rules. Test whether a simple model operates satisfactorily. <p>Control and monitoring</p> <ul style="list-style-type: none"> Implement a system to carry out a simple control task, including some that involve sensed physical data, by: <ul style="list-style-type: none"> compiling sets of instructions, identifying those which can be grouped to form procedures or loops; testing and refining the instructions. 	<p>Fitness for purpose</p> <ul style="list-style-type: none"> Recognise common forms and conventions used in communications and how these address audience needs (e.g. columns of text in newspapers, graphics and enlarged print in posters, hyperlinks on websites). Apply understanding of common forms and conventions to own ICT work. Use given criteria to evaluate the effectiveness of own and others' publications and presentations. <p>Refining and presenting information</p> <ul style="list-style-type: none"> Plan and design the presentation of information in digital media, taking account of the purpose of the presentation and intended audience. Use ICT to draft and refine a presentation, including: <ul style="list-style-type: none"> capturing still and moving images and sound (e.g. using a scanner, digital camera, microphone); reorganising, developing and combining information, including text, images and sound, using the simple editing functions of common applications; importing and exporting data and information in appropriate formats. <p>Communicating</p> <ul style="list-style-type: none"> Use e-mail securely and efficiently for short messages and supporting material. Know how to protect personal details and why this is important.

NOTE: Objectives highlighted in colour are related to reviewing, modifying and evaluating work as it progresses.

Year 8 teaching objectives

Finding things out	Developing ideas and making things happen	Exchanging and sharing information
<p>Using data and information sources</p> <ul style="list-style-type: none"> Understand how the content and style of an information source affect its suitability for particular purposes, by considering: <ul style="list-style-type: none"> its mix of fact, opinion and material designed to advertise, publicise or entertain; the viewpoints it offers; the clarity, accessibility and plausibility of the material. Devise and apply criteria to evaluate how well various information sources will support a task. Justify the use of particular information sources to support an investigation or presentation. <p>Searching and selecting</p> <ul style="list-style-type: none"> Extend and refine search methods to be more efficient (e.g. using synonyms and AND, OR, NOT). Explain the advantages of the methods used by different search engines and programs to search for data in various formats. <p>Organising and investigating</p> <ul style="list-style-type: none"> In an investigation: <ul style="list-style-type: none"> use software options and formats to store, retrieve and present electronic material efficiently; explore and interpret collected data in order to draw conclusions; assess the consistency of conclusions with other evidence. Understand: <ul style="list-style-type: none"> how data collection and storage are automated in commerce and some public services; the impact of electronic databases on commercial practice and society; potential misuse of personal data. 	<p>Analysing and automating processes</p> <ul style="list-style-type: none"> Automate simple processes by: <ul style="list-style-type: none"> creating templates; creating simple software routines (e.g. style sheets, web queries, control techniques on web pages). Consider the benefits and drawbacks of using ICT to automate processes (e.g. using wizards, templates). Represent simple design specifications as diagrams. <p>Models and modelling</p> <ul style="list-style-type: none"> Develop ICT-based models and test predictions by changing variables and rules. Draw and explain conclusions (e.g. 'the best value for money is obtained when ...'). Review and modify ICT models to improve their accuracy and extend their scope (e.g. by introducing different or new variables and producing further outcomes). <p>Control and monitoring</p> <ul style="list-style-type: none"> Develop and test a system to monitor and control events by: <ul style="list-style-type: none"> using sensors efficiently; developing, testing and refining efficient sequences of instructions and procedures; assessing the effects of sampling and transmission rates on the accuracy of data from sensors. Understand how control and monitoring has affected commercial and industrial processes (e.g. telecommunication, health and transport services). 	<p>Fitness for purpose</p> <ul style="list-style-type: none"> Recognise how different media and presentation techniques convey similar content in ways that have different impacts. Understand that an effective presentation or publication will address audience expectations and needs (e.g. the audience's levels of literacy, familiarity with a topic). Devise criteria to evaluate the effectiveness of own and others' publications and presentations, and use the criteria to make refinements. <p>Refining and presenting information</p> <ul style="list-style-type: none"> Plan and design presentations and publications, showing how account has been taken of: <ul style="list-style-type: none"> audience expectations and needs; the ICT and media facilities available. Use a range of ICT tools efficiently to combine, refine and present information by: <ul style="list-style-type: none"> extracting, combining and modifying relevant information for specific purposes; structuring a publication or presentation (e.g. using document styles, templates, time lines in sound and video editing, navigational structures in web media). <p>Communicating</p> <ul style="list-style-type: none"> Understand some of the technical issues involved in efficient electronic communications (e.g. speed and bandwidth, size and type of file, features of different browsers and mail software). Use ICT effectively to adapt material for publication to wider or remote audiences (e.g. as web articles or sites).

NOTE: Objectives highlighted in colour are related to reviewing, modifying and evaluating work as it progresses.

Year 9 teaching objectives

Finding things out	Developing ideas and making things happen	Exchanging and sharing information
<p>Using data and information sources</p> <ul style="list-style-type: none"> • Select information sources and data systematically for an identified purpose by: <ul style="list-style-type: none"> – judging the reliability of the information sources; – identifying possible bias due to sampling methods; – collecting valid, accurate data efficiently; – recognising potential misuse of collected data. <p>Searching and selecting</p> <ul style="list-style-type: none"> • As part of a study, analyse high-volume quantitative and qualitative data systematically by: <ul style="list-style-type: none"> – exploring the data to form and test hypotheses; – identifying correlations between variables; – drawing valid conclusions and making predictions; – reviewing the process of analysis and the plausibility of the predictions or conclusions. <p>Organising and investigating</p> <ul style="list-style-type: none"> • Construct, test and document the development of a database system which shows: <ul style="list-style-type: none"> – a design specification; – appropriate means of data input and validation; – systematic testing of processes and reports; – evaluation of the system's performance and suggested modifications. 	<p>Analysing and automating processes</p> <ul style="list-style-type: none"> • Automate ICT processes (e.g. use software to merge mail, create macros in an application program). • Represent a system in a diagram, identifying all its parts, including inputs, outputs and the processes used (e.g. to validate data). <p>Models and modelling</p> <ul style="list-style-type: none"> • Design and create ICT-based models, testing and refining rules or procedures. • Test hypotheses and predictions using models, comparing their behaviour with information from other sources. <p>Control and monitoring</p> <ul style="list-style-type: none"> • Use ICT to build and test an efficient system to monitor and control events, including: <ul style="list-style-type: none"> – testing all elements of the system using appropriate test data; – evaluating the system's performance; – annotating work to highlight processes and justify decisions. • Review and modify own or others' monitoring and control systems to improve efficiency (e.g. use more efficient procedures, reduce the number of instructions or procedures, add an element of feedback). 	<p>Fitness for purpose</p> <ul style="list-style-type: none"> • Produce high quality ICT-based presentations by: <ul style="list-style-type: none"> – creating clear presentations, sensitive to audience needs; – justifying the choice of form, style and content. • Use knowledge of publications and media forms to devise criteria to assess the quality and impact of multimedia communications and presentations, and apply the criteria to develop and refine own work. <p>Refining and presenting information</p> <ul style="list-style-type: none"> • Use a wide range of ICT independently and efficiently to combine, refine, interpret and present information by: <ul style="list-style-type: none"> – structuring, refining and synthesising information from a range of sources; – selecting and using software effectively, justifying the choices made. <p>Communicating</p> <ul style="list-style-type: none"> • Apply knowledge of the technical issues involved to communicate information efficiently (e.g. choose suitable file types to speed up transfer, use mail lists to speed up communication, use website tagging and hyperlinks to speed up searching). • Understand the advantages, dangers and moral issues in using ICT to manipulate and present information to large unknown audiences (e.g. issues of ownership, quality control, exclusion, impact on particular communities).

NOTE: Objectives highlighted in colour are related to reviewing, modifying and evaluating work as it progresses.

Appendix 3

End of Key Stage 2 expectations

From Key Stage 2 to Key Stage 3

This appendix describes what most pupils should have learned in ICT by the end of Key Stage 2, particularly those aspects that relate to the yearly objectives in Key Stage 3.

Finding things out

By the end of Year 6, most pupils should be able to:

- identify the information they need to complete a simple task or solve a simple problem;
- use simple search techniques, including indexes and lists of contents, to find information;
- prepare information for use in a task by downloading relevant pieces or collecting them from various sources;
- classify information for use in a database and understand how a suitable structure is created;
- recognise different types of information such as text, numbers, graphics;
- enter data into a database, search it and present data in simple tables and graphs;
- check that information is accurate and reasonable;
- discuss what might happen if information is entered into the computer incorrectly or not downloaded completely.

Developing ideas and making things happen

By the end of Year 6, most pupils should be able to:

- combine text, graphics and sound to develop and present their ideas;
- reorganise information for a particular task or problem;
- create, test and refine a simple sequence of instructions to control events or make things happen;
- use datalogging equipment to monitor changes, for example, in light, temperature or sound;
- use simple spreadsheet models to explore the effect of changing variables and answer straightforward questions;
- identify patterns revealed by simple models or simulations.

Exchanging and sharing information

By the end of Year 6, most pupils should be able to:

- use e-mail;
- use software to create stories, animations, presentations, displays and posters;
- consider the needs of different audiences, such as parents, peer groups, younger or older pupils;
- recognise the need for quality and accuracy in their presentations of work and ideas;
- work in groups to solve problems and complete tasks.

Reviewing, modifying and evaluating work as it progresses

By the end of Year 6, most pupils should be able to:

- review what they have done and consider how they might improve their work;
- evaluate other people's work and get ideas for their own;
- describe their use of ICT and how they might have completed a task using other methods;
- compare their use of ICT with other people's;
- recognise the benefits of using ICT for particular tasks;
- describe some uses of ICT outside school and the impact it might have on people at work and at home.

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